



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy

POSTING #: 17-00118

TITLE: Administrative Assistant 3

ISSUE DATE: 3/31/2017

TITLE CODE: 59903

CLOSING DATE: 4/21/2017

DIVISION: Multimodal Services

LOCATION: Ewing

UNIT SCOPE: T385

UNIT: Multimodal Grants, Programs and Aeronautics

RANGE: P18

SALARY: \$45,053.25-\$63,537.63

POSITION: One (1)

WORK WEEK: 3E

Definition

Assists the head of a Bureau or Service in a state department, institution, or agency by performing and coordinating administrative support services: does other related work.

Education

Graduation from an accredited college or university with a Bachelor's degree.

Experience

One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Administrative Assistant 3 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number) with your application:

Resume, Letter of Interest, State Application

Forward Responses To:
Shelly Parent, Personnel Coordinator
Department of Transportation
NJDOT, 1035 Parkway Ave. MOB 3rd Floor
Trenton, NJ 08625
Shelly.Parent@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**